

**APPENDIX Z
FAMILY READINESS GROUP
ANNUAL AUDIT REPORT**

NAME OF FRG TREASURER

DATE

ITEMS OF INSPECTION	DATE
All financial accounting is accurate and up to date.	
All checks have multiple signatures.	
FRG meeting minutes reflect all account expenditures as approved by the FRG.	
Quarterly reports are accurate in accounting for all funds.	
Discrepancies and recommendations are noted in a memorandum that is attached to this report.	
This audit has been completed in a timely fashion. All records have been returned to the FRG's Treasurer, Secretary, and copies distributed as indicated below.	

AUDIT COMMITTEE MEMBER SIGNATURES

DATE

Mail copies of this report to:

1. Unit Commander (Original Copy)
2. FRG Treasurer
3. FRG Chairperson
4. FRG Secretary
5. State Family Readiness Coordinator

APPENDIX Z TRANSITIONAL AUDIT COMMITTEE

A Transitional Audit Committee is appointed whenever the Treasurer resigns or abandons their position. The Transitional Audit Committee will consist of a three-person team. Their appointment will be noted in the FRG minutes as recorded by the FRG Secretary.

AUDIT COMMITTEE TASKS:

Audit Committee sets a date for the audit and is provided the necessary accounts and documentation to:

Review all bank statements and account deposits, disbursements and balances. Assure that all accounting is accurate and complete the audit within a reasonably short period of time.

Verify that all checks have been signed with multiple signatures.

Verify that all disbursements have been approved at FRG meetings and recorded in the FRG meeting minutes (by review of the secretary's original copies of FRG minutes).

Review quarterly reports; assure that the Unit Commander and the State Family Readiness Program Coordinator have received copies, and that each report is accurate in its accounting.

Prepare an Audit Report that reflects the Committee findings and submit copies signed by each committee member to the Unit Commander, the FRG's Treasurer, Chairperson, Secretary, and the State Family Readiness Program Coordinator.

Discrepancies and/or recommendations should be recorded on a separate memorandum attached to the Audit Report Form.

Return all accounting records and the checkbook to the Commander for passing to the new treasurer.

Return original FRG meeting minutes to the FRG Secretary.

**APPENDIX Z
TRANSITIONAL AUDIT REPORT FORM**

Name of FRG Treasurer

Name of new Elected Treasurer

Date: _____

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AUDIT COMMITTEE MEMBER SIGNATURES

DATE

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3. FRG Chairperson
4. FRG Secretary
5. State Family Readiness Coordinator

APPENDIX Z
MOBILIZATION AUDIT COMMITTEE

Date

I APPOINT THE FOLLOWING FRG MEMBERS AS THE AUDIT COMMITTEE FOR
OUR FAMILY READINESS GROUP FUNDS ACCOUNT FOR THE PERIOD
FROM _____ TO _____.

Date

Date

Name

Name

Name

Family Readiness Group Chairperson

AUDIT COMMITTEE TASKS:

Audit Committee sets a date for the audit and is provided the necessary accounts and documentation to:

Review all bank statements and account deposits disbursements and balances. Assure that all accounting is accurate and complete the audit within a reasonably short period of time.

Verify that all checks have been signed with multiple signatures.

Verify that all disbursements have been approved at FRG meetings, and recorded in the FRG meeting minutes.

Review quarterly reports; assure that the Unit Commander and the State Family Readiness Program Coordinator have received copies, and that each report is accurate in its accounting.

Prepare an Audit Report that reflects the Committee findings and submit copies, signed by each committee member, to the Unit Commander, the FRGs Treasurer, Chairperson, Secretary, and the State Family Readiness Program Coordinator.

Discrepancies and/or recommendations should be recorded on a separate memorandum attached to the Audit Report Form.

Return all accounting records and the checkbook to the FRG Treasurer.

Return FRG meeting minutes to the FRG Secretary.

APPENDIX Z
MOBILIZATION AUDIT REPORT FORM

NAME OF FRG TREASURER

DATE

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AUDIT COMMITTEE MEMBER SIGNATURES

DATE

Mail copies of this report to:

1. Unit Commander (Original Copy - MOB File))
2. FRG Treasurer
3. FRG Chairperson
4. FRG Secretary
5. State Family Readiness Coordinator